

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)					2. Social Security Number		3. Date of Birth		4. Effective Date																					
FIRST ACTION					SECOND ACTION																									
5-A Code		5-B Nature of Action			6-A Code		6-B Nature of Action																							
5-C Code		5-D Legal Authority			6-C Code		6-D Legal Authority																							
5-E Code		5-F Legal Authority			6-E Code		6-F Legal Authority																							
7. FROM: Position Title and Number					15. TO: Position Title and Number																									
8. Pay Plan					9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis		16. Pay Plan		17. Occ. Code		18. Grade or Level		19. Step or Rate		20. Total Salary/Award		21. Pay Basis					
12A. Basic Pay			12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay			20A. Basic Pay			20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay													
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization																									
EMPLOYEE DATA																														
23. Veterans Preference													24. Tenure					25. Agency Use		26. Veterans Preference for RIF										
<div>1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%</div>													<div>0 - None 1 - Permanent 2 - Conditional 3 - Indefinite</div>					<div><input type="checkbox"/> YES <input type="checkbox"/> NO</div>		<div>YES NO</div>										
27. FEGLI													28. Annuitant Indicator					29. Pay Rate Determinant												
30. Retirement Plan													31. Service Comp. Date					32. Work Schedule					33. Part Time Hours Per Biweekly Pay Period							
POSITION DATA																														
34. Position Occupied													35. FLSA Category					36. Appropriation Code					37. Bargaining Unit Status							
<div>1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved</div>													<div>E - Exempt N - Nonexempt</div>																	
38. Duty Station Code													39. Duty Station (City -- County -- State or Overseas Location)																	
40. Agency Data			41.		42.		43.		44.																					
45. Remarks																														
46. Employing Department or Agency													50. Signature/Authentication and Title of Approving Officer																	
47. Agency Code			48. Personnel Office ID			49. Approval Date																								

NOTICE TO EMPLOYEE

This is your copy of the official notice of a personnel action. Keep it with your records because it could be used to make employment, pay, and qualifications decisions about you in the future.

The Action

- Blocks 5-B and 6-B describe the personnel action(s) that occurred.
- Blocks 15-22 show the position and organization to which you are assigned.

Pay

- When the personnel action is an award or bonus, block 20 shows the amount of that one-time cash payment. When the action is not an award or bonus, block 12 shows your former total annual salary, and block 20 shows your new total annual salary (block 20C plus 20D). The amounts in block 12 and 20 do not include any one-time cash payments (such as performance awards and recruitment and relocation bonuses) or payments that may vary from one pay period to the next (such as overtime pay), or other forms of premium pay.
- Block 20A is the scheduled amount for your grade and step, including any special salary rate you receive. It does not include any locality-based pay. This rate of pay serves as the basis for determining your rate of pay upon promotion, change to a lower grade, or reassignment, and is used for pay retention purposes.
- Block 20B is the annual dollar amount of your Interim Geographic Adjustment or, beginning in 1994, your locality-based comparability payment.
- Block 20C is your Adjusted Basic Pay, the total of blocks 20A and 20B. It serves as the basis for computing your retirement benefits, life insurance, premium pay, and severance pay.
- Block 20D is the total dollar amount of any Retention Allowance, Supervisory Differentials, and Staffing Differentials that are listed in the remarks block. These payments are made in the same manner as basic pay, but are not a part of basic pay for any purpose.

Block 24 - Tenure

- Identifies the nature of your appointment and is used to determine your rights during a reduction in force (RIF). Tenure groups are explained in more detail in subchapter 26 of FPM Supplement 296-33 and RIF is explained in FPM Chapter 351; both should be available for your review in your personnel office.

Block 26 - Veterans Preference for RIF

- Indicates whether you have preference for reduction-in-force purposes.

Block 30 - Retirement Plan

- FICA - Social Security System
- CS - Civil Service Retirement System
- CS-Spec - Civil Service Retirement System for law enforcement and firefighter personnel.
- FS - Foreign Service Retirement and Disability System
- FERS - Federal Employees Retirement System
- FERS-Reserve - Federal Employees Retirement System for National Guard Reserve Technicians
- FERS-Tech - Federal Employees Retirement System for Air Traffic Controllers
- FERS-ATC - Federal Employee Retirement System for law enforcement and firefighter personnel
- FERS-Spec - Foreign Service Pension System

Blocks 31 - Service Computation Date (Leave)

- Shows when your Federal service began unless you have prior creditable service. If so, this date is constructed and reflects your total years, months and days of prior creditable civilian and military service.
- Full-time employees with fewer than 3 years of service earn 4 hours of annual leave each pay period; those with 3 or more years but less than 15 years earn 6 hours each pay period; and those with 15 or more years earn 8 hours each pay period.
- Your earnings and leave statement or your time and attendance card will show the rate at which you earn leave and your current unused leave balance.

Block 32 - Work Schedule

- Your work schedule is established by your supervisor.
- A full-time employee works on a prearranged scheduled tour of duty that is usually 40 hours per week. A part-time employee has a prearranged scheduled tour of duty that is usually between 16 and 32 hours per week. An intermittent employee has no prearranged scheduled tour of duty.
- Full-time and part-time employees whose appointments are for 90 days or more are usually eligible to earn annual leave; intermittent employees are not.
- Seasonal employees work on an annually recurring basis for periods of less than 12 months each year; they may have a full-time, a part-time, or an intermittent schedule when they are in a pay status.
- On-call employees work during periods of heavy workload and are in pay status for at least 6 months of each year; they may have either a full-time or a part-time schedule when they are in pay status.

Block 33 - Part-time Hours Per Biweekly Pay Period

- Indicates the number of hours a part-time employee is scheduled to work during a two-week pay period.

Block 34 - Position Occupied

- Identifies the employment system under which you are serving-the Competitive Service, the Excepted Service, or the Senior Executive Service (SES).
- The employment system determines your eligibility to move to other jobs in the Federal service, your rights in disciplinary and adverse actions, and your eligibility for reemployment if you leave Federal service.

Block 35 - FLSA Category

- Exempt employees are not covered by the minimum wage and overtime law (the Fair Labor Standards Act); nonexempt employees are covered.

Block 37 - Bargaining Unit Status

- Identifies a bargaining unit to which you belong, whether or not you are actually a member of a labor organization. Code "7777" indicates you are eligible but not in a bargaining unit; code "8888" indicates you are ineligible for inclusion in a bargaining unit.

Block 38 and 39 - Duty Station

- Identifies the city, county, and state, or the overseas location, where you actually work.

OTHER INFORMATION

- If your appointment entitles you to elect health benefits or life insurance, and you have not been provided materials explaining the programs available and the enrollment forms, contact your personnel office.
- Your personnel officer will also tell you if your position is covered by an agreement between an employee organization (union) and your Agency.

If you are eligible to and elect to join an employee organization, your dues may be withheld from your salary.

- If you have questions or need more information about your rights and benefits, ask your supervisor or your personnel office.
- Definitions for any coded data in Blocks 1-24, 26-39 and 45-50 may be found in Federal Personnel Manual Supplement 292-1.

It is your responsibility to read all the information on the front of this notice and tell your personnel office immediately if there is an error in it.